

From: [Weil, Jack \(EOIR\)](#)
To: [All of Judges \(EOIR\)](#)
Subject: Special Work Opportunity - New Immigration Judge Training - September 22, 2017 Deadline
Date: Monday, September 18, 2017 10:58:53 AM

Dear Judges,

The Office of the Chief Immigration Judge is planning to hold three classes of new Immigration Judge training beginning on October 2, 2017, October 23, 2017, and November 27, 2017 respectively. We expect to hold multiple new IJ training sessions in 2018 as well. We are seeking instructors for the following topics:

- Conducting a Master Calendar (approximate 50 minute session)
- Docketing Cases for Hearing (approximate 50 minute session)
- Effective Case Management (approximate 140 minute session)
- What I Wish I Knew My First Days on the Bench (50 minute session)

Presenters may be asked to present via VTC or in person. Presenters may be required to submit written materials to support their presentation.

For the “What I Wish I Knew My First Days on the Bench” session we are seeking judge instructors who have been on the bench 18 months or less.

If you are interested in presenting on any of the above topics, please send a brief one page outline of your proposed presentation to me by COB September 22, 2017.

Thank you for your time and consideration of this request.

Sincerely,

Jack H. Weil,

Assistant Chief Immigration Judge